

Charge It !

PURCHASING CARD NEWSLETTER

AUGUST 2017



Currently Enrolled in P-Card Program

- 77 State Government Agencies
- 13 Colleges/Universities (includes University System and CTS)
- 60 School Districts
- 11 Counties
- 3 Cities
- 1 Board



P-Card can be used
for 1099 reportable
purchases.

STATE PROGRAM ADMINISTRATORS

- Renae Heller
rrheller@nd.gov
328-4936
- Doreen Schumacher, CPCP
dmschumacher@nd.gov
328-2682
- Renee Nelson
recnelson@nd.gov
328-2680

Chip Cards

All active cardholders should receive a chip card by September of 2017, if they currently have a magnetic stripe card. The replacement chip card will have a new expiration date and Customer Verification Value (CVV), the three-digit number on back of the card. Cardholders who have their card on file with any merchants need to update this information with those merchants once they activate their chip card.

All replacement chip cards will need to be activated. When calling to activate the card, the cardholder will need to enter the 16-digit card number, new three-digit security code (CVV), four-digit access code which is typically the last four digits of their employee id or SSN. In addition, they will be asked to set a four-digit PIN. Cardholders should listen carefully to the automated telephone prompts to ensure that they have set their PIN before ending the call. Since a PIN needs to be created, card administrators should not activate the card online within PaymentNet.

If a PIN was not created while activating the chip card, cardholders will be declined at Point-of-Sale (POS) locations. Cardholders experiencing declines at POS should call the number on back of their card to set up a new PIN or reset the previous PIN.

The magnetic stripe card will be deactivate once the replacement card is activated. The chip cards need to be activated within 45 days of the mailing date of the chip cards.

TSYS Decline Codes

On August 21, 2017, the decline code reasons displayed on the Authorizations/Declines screen were enhanced to provide updated explanations of why transactions were declined at the processor. The updated codes are published on our website—[Decline Codes](#).

To view authorizations/declines, select Transactions>Authorizations/Declines. Choose Account Number, First Name, Hierarchy ID, Last Name or User ID in the drop-down list then enter information in the text box and click Go. The transaction list will reflect authorizations and declines in real time.

Program Spend and Rebate

The p-card program total spend for the past contract year (February 2016 thru January 2017) was \$113,599,298 and total rebate was \$1,833,143. Total number of transactions processed was 282,222. We added nine new entities to the program during this time (5 schools, 3 cities and 1 board/commission).

